

# Job Seeking Skills Workshops

## July 2013

★ **Metro Employment Center**  
720 S. 200 E. • Salt Lake City

Register for  
reserved seating.  
Walk-ins  
welcome.



- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

BUDGETING:	
July 31	9:00 AM–11:30 AM
RESUMÉ WRITING:	
July 2	1:00 PM–3:30 PM
July 15	9:00 AM–11:30 AM
July 22	9:00 AM–11:30 AM
July 23	9:00 AM–11:30 AM
INTERVIEWING SKILLS:	
July 2	9:00 AM–11:30 AM
July 3	9:00 AM–11:30 AM
July 18	1:00 PM–3:30 PM
July 22	1:00 PM–3:30 PM
July 31	9:00 AM–11:30 AM
*OPEN RESUMÉ AND INTERVIEW LAB:	
July 12	9:00 AM–11:30 AM
July 26	9:00 AM–11:30 AM
*YOUR WORKPLACE SKILLS & JOB SEARCH:	
July 1	1:00 PM–3:30 PM
July 15	1:00 PM–3:30 PM
July 29	9:00 AM–11:30 AM
NETWORKING STRATEGIES:	
July 17	9:00 AM–11:30 AM
July 23	1:00 PM–3:30 PM
*LINKEDIN:	
July 1	9:00 AM–11:30 AM
July 18	9:00 AM–11:30 AM

### BUDGETING AND REBUILDING YOUR FINANCES:

Learn how to budget, save, repay debt and build credit.

### RESUMÉ WRITING:

Learn how to develop an effective resumé that will get you an interview.

### INTERVIEWING SKILLS:

Strategize ways to confidently complete an interview.

### \*OPEN RESUMÉ AND INTERVIEW LAB:

Come prepared and dressed for a mock interview and get additional resumé help.

*\*Prerequisite — must have taken the Resumé or Interview workshop. No registration necessary. First-come, first-served.*

### \*YOUR WORKPLACE SKILLS & JOB SEARCH:

Use online tools to discover valued workplace skills, job-searching and social media sites and places to research companies. *\*Register first at [jobs.utah.gov](http://jobs.utah.gov).*

### NETWORKING STRATEGIES:

Learn how to design and implement a networking plan.

### LINKEDIN:

Discover the benefits of creating a LinkedIn account to find jobs and connect with people and companies. This workshop will include time to work on your LinkedIn profile.

*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.

Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.